

ROOKERY BAY MAINTENANCE, INC.

BOARD OF DIRECTORS MEETING MINUTES

DATE: Tuesday, March 7, 2023

TIME: 8:00AM

LOCATION: ZOOM and at the clubhouse

- Call the Meeting to Order: The meeting was called to order at 8:02am.
- Establish a Quorum: A quorum was established with the following board members present; John Heckard, Chris Dutton, Melody Kolb, Harvey Federman, and Jim Elder.
- Approve Previous Meeting Minutes: 11/17/22: **MOTION** made by John, seconded by Jim to approve as presented. MOTION passed unanimously.
- President's Report:
 - Preparation for Annual Meeting on 3/27: John has indicated he plans to step down on 3/27 and Bruce has indicated a willingness to join the Board.
 - Chris also recognized and thanked volunteers who have worked on maintenance items and landscaping improvements.
 - George Peredy (EWC4) plans to seal his parking lot.
 - Maintenance Items Update: Long-term maintenance issues were discussed. More details will be discussed at the annual meeting with the ownership present.
- Treasurer's Report: Banking Updates
 - Discussed moving MM and CD to higher interest accounts. Updates to signers to reflect current board members were needed.
 - Chris, John, and Harvey have the paperwork and bank information to make these changes.
 - Melody commented that RBM loaned themselves the insurance premium amounts due to avoid higher interest financing rates. This money will be paid back this year.
- Unfinished Business:
 - Roofing Update: Wind mitigation inspections are planned for today. Sealing of the flat roofs is scheduled for today. The wind mitigation reports will be shared with all owners via email. Owners should share the report with their insurance agents for maximum credits to their personal policies.
- New Business:
 - Painting: The Board reviewed bids. Red Door Painting bid was discussed. The bid is approximately \$45k. The Board discussed painting the lamp posts themselves. John outlined preparation work to be done before painting. John recommended contacting Sherwin Williams representative to review the buildings condition.
 - Fire extinguisher inspection is due soon. Sunstate will confirm the date.

- Reminder: The Board will need to confirm the owner onsite to keep the keys to each unit. Keypad access was discussed.
 - Reminder: Porches (front and back) must be clear prior to leaving the unit for the season.
 - Propane grills were discussed.
 - Electric cars and charging stations were discussed.
- Next Meeting Date: 3/27
 - Adjournment: With no further business to discuss, the meeting adjourned at 9am.

Submitted by:

Nicole Banks, LCAM Sunstate Management
On behalf of your Board of Directors